

1-18-2012

# Meeting Minutes

WKU Council of Academic Deans

Follow this and additional works at: [http://digitalcommons.wku.edu/coun\\_acad\\_dean](http://digitalcommons.wku.edu/coun_acad_dean)



Part of the [Higher Education Administration Commons](#)

---

## Recommended Citation

WKU Council of Academic Deans, "Meeting Minutes" (2012). *Council of Academic Deans*. Paper 1061.  
[http://digitalcommons.wku.edu/coun\\_acad\\_dean/1061](http://digitalcommons.wku.edu/coun_acad_dean/1061)

This Article is brought to you for free and open access by TopSCHOLAR®. It has been accepted for inclusion in Council of Academic Deans by an authorized administrator of TopSCHOLAR®. For more information, please contact [topscholar@wku.edu](mailto:topscholar@wku.edu).

**Council of Academic Deans  
CAD Minutes  
Wednesday, January 18, 2012  
1:30 – 3:15 p.m.**

**Members Present:** Dennis George, Craig Cobane, Gordon Emslie, Sam Evans, Connie Foster, Jeff Katz, Kinchel Doerner, Richard Miller, and David Lee.

**Guests Present:** Ladonna Hunton, Sylvia Gaiko, Bruce Kessler, Danita Kelley for John Bonaguro, Jim Berger, Brian Meredith, Beth Laves, Mike Dale, Tuesdi Helbig and Teresa Jackson.

**I. Approval of December 14, 2011 Minutes**

Dr. Sam Evans made a motion, seconded by Dr. Jeff Katz, to approve the minutes from the December 14, 2011 CAD Meeting. The minutes were approved without objection.

**II. Information Items:**

**A. IRB Proposals for Spring 2012**

Dr. Emslie reminded the deans that if students are doing research that requires data collection involving human subjects, the students must have IRB approval before they can begin collecting data.

**B. Performance Appraisals**

Performance appraisals are due Human Resources as show below and are required for all WKU employees.

Friday, February 10, 2012 – all positions below the level of Director

Friday, February 17, 2012 – all positions at the Director level or higher

**C. Course Fee Allocation Reports**

Course Fee Allocation Reports indicating how course fees were spent are due to Ladonna Hunton by February 1, 2012. The reports are to provide evidence the fees were indeed used for the stated purpose(s).

**D. Research Week Seminars by Colleges**

Research Week is scheduled for the week of March 19. Various seminars, receptions and dinners are scheduled during the week. On Friday, March 23, Dr. Emslie would like to showcase faculty research leaders, who will be asked to give inspirational seminars highlighting how research is an integral part of what they do. Each talk should last no longer than 10 minutes. There was brief

discussion regarding who should be asked to give a seminar and where the event should be held. Following discussion, Dr. Emslie asked deans to nominate one person from each college. He also asked that nominees not be informed of the opportunity until the final decision has been made regarding speakers.

Dr. Emslie also asked deans to showcase departmental seminars all week long, and to encourage these to have as widespread audience appeal as possible.

**E. College Development Officers**

Ms. Kathryn Costello was unable to attend this meeting but will join CAD for a future meeting.

**F. Revised Organizational Chart**

Dr. Emslie briefly discussed the revised organizational chart effective February 1, 2012. Most changes have occurred in University College. Dr. Emslie asked the deans to let him know if there are additional revisions needed.

**III. Discussion Items:**

**A. Tenure “Home” and Mandatory Tenure Year for Full-Time Faculty**

There was discussion regarding the mandatory year for tenure review, and information that should be included in tenure files for full-time faculty. Dr. Miller distributed information to deans regarding tenure status for faculty in each college. He asked the deans to review the information and let him know if they have additional information that will change the date of their mandatory tenure review.

Dr. Emslie further asked the deans to prepare letters for all probationary faculty clearly indicating their tenure home department and the mandatory year for tenure consideration. The letter should be prepared on departmental letterhead. The faculty member should sign off on the letter, which should be forwarded to Dr. Miller by Friday, January 27, 2012.

**B. College T & P Guidelines**

Dr. Emslie indicated some inconsistencies between college tenure and promotion guidelines and the new *Faculty Handbook*, and asked that the deans revise their tenure and promotion guidelines with this in mind. It was confirmed that departments/colleges may have more stringent guidelines than in the *Faculty Handbook*, and that a principal purpose of the college tenure and promotion guidelines is to qualify terms used in the *Handbook* as appropriate to the discipline involved. Revised T & P documents should be submitted to Dr. Miller

by the end of February, who will review them to ensure conformance with the Faculty Handbook.

**C. FY13 Budget and Fixed Cost Increase Requests**

Like all state institutions of higher education, WKU will face a 6.4% cut in state appropriations for FY 13. Based on this information, there was discussion regarding current faculty searches underway and if these should continue. As a result it was agreed that all searches approved to date will continue; however, no further Phase I advances or mortgaged lines will be approved.

There was discussion regarding other possible areas in which the budget could be cut in order to allow these searches to continue.

**D. Other**

Dr. Emslie announced the lease authority was approved for The Medical Center building and that it is scheduled for completion by August 2013.

There was a brief discussion regarding cluster hires and the desirability of coordinating these hires. Mr. Dale will determine search committee chair names with this in mind.

Respectfully submitted,

Teresa Jackson

Approved

---

A. Gordon Emslie, Provost

---

Date